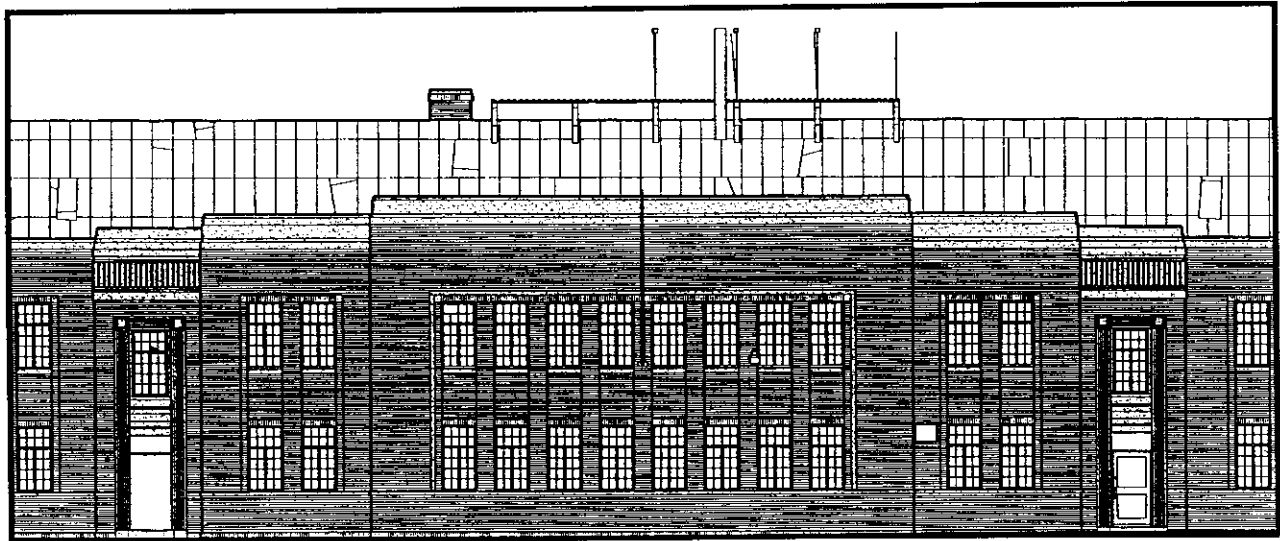
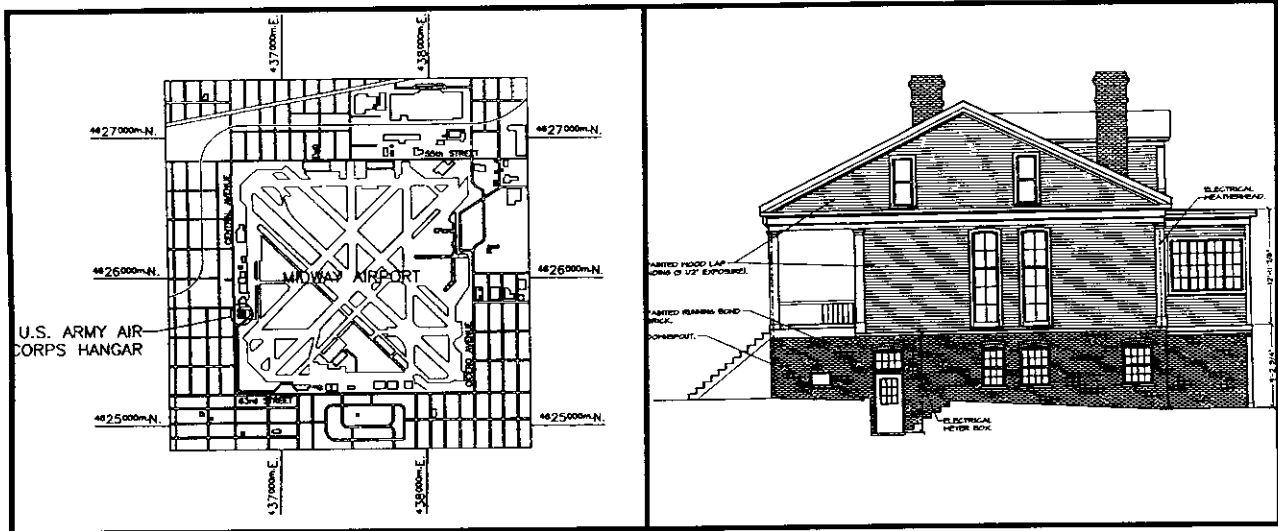


ILLINOIS HISTORIC AMERICAN BUILDINGS SURVEY/  
HISTORIC AMERICAN ENGINEERING RECORD

IL HABS/HAER Program/Technical Commentary



Illinois Historic Preservation Agency

Springfield, Illinois

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## Preface

It is the goal of the Illinois Historic Preservation Agency (IHPA) to administer the IL HABS/HAER recordation process and collection in a manner that guarantees documents of the highest quality and content are produced and made available to the public.

Since the establishment of the IL HABS/HAER program in 1990, those involved in preparing IL HABS/HAER Documentation often inquire as to the degree of documentation required and preparation methods to be employed. IHPA has determined that some administrative details should be clarified.

The following are IHPA's general comments on the methodology of the selection of the appropriate level of documentation required for a historic property, as well as brief discussions of technical issues often overlooked or deleted from IL HABS/HAER Documentation submitted for acceptance.

## METHODOLOGY OF DOCUMENTATION LEVEL SELECTION

The primary reason IL HABS/HAER Documentation is produced is to comply with state and federal historic preservation statutes. IL HABS/HAER Documentation may be required pursuant to the Illinois State Agency Historic Resources Preservation Act [20 ILCS 3420/1 et seq] or Section 106 of the National Historic Preservation Act of 1966, as amended.

IHPA's Preservation Services Division's Review and Compliance staff, who review and comment on statute required submittals, determine which level of recordation documentation is appropriate for each property. IHPA's documentation level selection varies depending on the significance of a property. The IHPA IL HABS/HAER Program Coordinator will determine the specific scope of work for each IL HABS/HAER project. The scope of work will be stated within the body of the general project Memorandum of Agreement or within other project correspondence. The end result of the documentation process is to provide users of the IL HABS/HAER Collection clear and concise documentation which is easily interpreted.

There are three levels of documentation within the IL HABS/HAER system. Level I or II documentation is often deemed appropriate for buildings/structures that exhibit an example of specific architectural style or element of engineering. Properties associated with noted architects, engineers, other significant persons or properties integrating the use of significant construction materials are also considered for Level I or II documentation. Level III documentation is often adequate for building/structures of lesser significance, or that can easily be interpreted graphically through large-format photography.

The written history and architectural/engineering description is an important, constant element of each level of documentation. IL HABS/HAER graphic documentation is meaningless without sufficient development of the subject property's historical contexts and precise physical description. The length and number of the historical context(s) to be developed for a property is determined by known information and the speculated relationship a property could have within a local, state or national context. Although IHPA strives to define specific context parameters for each recording project, other contextual issues are often discovered during primary and secondary source research and should be addressed. IHPA stresses the need to identify the who, what, when, where, why and how concerning the subject property and within primary and secondary context development.

## TECHNICAL COMMENTS

### Recordation Numbering System

Every IL HABS/HAER project is assigned an IL HABS/HAER number for the records of Preservation Services Division (PSD) and cataloging by the Illinois Historic Library Archive Section. The IL HABS/HAER numbering system contains elements that designate the county location of the property, the year that the documentation project was assigned, and the project number. For example, IL HABS/HAER No. G-1993-4 indicates that it is the fourth documentation project assigned in Gallatin county in calendar year 1993.

An example of the numbering system for a complex or multi-property IL HABS/HAER project in Cook County is as follows:

IL HABS No. CK-1999-1 = Complex or Multi-property Cover Document

IL HABS No. CK-1999-1-A = Building/Structure #1

IL HABS No. CK-1999-1-Z = Building/Structure #26

IL HABS No. CK-1999-1-EE = Building/Structure #31

Photographs for IL HABS/HAER submittals will be assigned decimal point designators and appear as follows:

IL HABS No. CK-1999-1.5 = Fifth Site/Streetscape Photo

IL HABS No. CK-1999-1-A.19 = Nineteenth Photo of Building  
/Structure #1

### Measured Drawings

When Level I measured drawings are stipulated as part of the recordation process, the IL HABS/HAER Program Coordinator will specify drawings that are required. Generally, drawings of buildings will consist of all exterior elevations, sub-level to attic floor plans, and large-scale examples of distinctive architectural elements, such as windows, cornice lines, and decorative stone/woodwork. Drawings of structures such as bridges and industrial sites shall include elevations along with engineering features that define significance.

If original drawings of a property exist, and Level II recordation is stipulated by PSD, it is often necessary to supplement the original drawings with large-scale distinctive feature drawings as determined by PSD. Original drawings for Level II may also need to be retraced due to discrepancies which would prevent the quality standard from being met. The procedure for reproduction of drawings consists of a photographic process using lithographic negatives and subsequent transfer to archivally stable mylar. Level II reproductions must also be sized to fit within the standard IL HABS/HAER title block format mylar sheets.

Level I and II drawings will be required on 24"x36" IL HABS/HAER standard title block formatted mylar sheets. During the initial IL HABS/HAER Program Coordinator/IL HABS/HAER Contractor consultation regarding scope of work requirements, the contractor will be issued, at cost, one mylar sheet for template purposes. It will be the contractor's responsibility to reproduce the required number of IL HABS/HAER formatted mylar sheets, incorporating the appropriate drawing surface.

Each set of Level I and II drawings will have a **Title Sheet** that includes the name of the building/structure/complex, a state map with the subject county in bold borders, a USGS area location map, a site plan, the subject property's significance statement, a project information statement, and an index of the accompanying drawing sheets.

The following technical requirements must be met:

1. Ink - type intended for use on plastic film, Pelikan-T or equivalent.
2. Scale of Drawings - uniform scale for plans, elevations, and sections within each set of drawings. Recommended scales are 1/8", 3/16", and 1/4" = 12". Details should be drawn at uniform but correspondingly larger scales with a minimum of 1/2" scales for door and window elevations and 1/2" scale for detail sections.
3. Line Weights - varying line weights are to be employed to give the illusion of depth. The range of pen weights should be limited to six or less. A wider range results in a loss of detail when drawings are reduced for reproduction. Recommended pen weight range, .19mm to .56mm.
4. Lettering - plain gothic (the standard Leroy style). Sizes designated in Field Instructions for Measured Drawings.
5. Title Blocks - completed as indicated in Field Instructions for Measured Drawings. For IL HABS/HAER Documentation, IL HABS/HAER numbers will be placed in the survey number block.
6. Graphic Scales - will be drawn on each sheet. English and metric scales are required.
7. Unknowns - it is not necessary to speculate where areas of construction are not known. Inaccessible areas should be labeled as such and left blank.

Field notes used in editing the drawings are included in the documentation submitted to IHPA. Field notebooks offer the most complete and accurate record of the buildings/structures recorded. It is imperative that all sketches and dimensions be legible and accurate. Sketches should be large enough so that the dimensions are not crowded. All field notebook covers and individual pages will be completely and neatly labeled and numbered.

Thirty-five millimeter black-and-white field photographs should be taken by the contractor to aid in the preparation of measured drawings and the written physical description. Field photographs must be labeled and submitted to IHPA, since they are used in the editorial review of drawings and the written description, and are transmitted to the Illinois State Historical Library as a part of the field notebook. A field photo identification sheet must also accompany submitted photos.

Thirty-five millimeter color slides must be submitted for each building or structure that is being recorded. Additional slides addressing building/structure details, the general site, etc. may be requested by IHPA. These slides may be used for educational or promotional lectures.

**Check Prints** - When the first drawings are near completion, prints will be sent to PSD for review and editing. Write any questions directly on the prints. Include photographs of the subject of each drawing. Prints and photographs will be reviewed and returned promptly. The same procedure will be used for other drawings until PSD approves the final drafts.

#### Sketch Plans

Sketch floor plans required as part of the Level III process should be simple, straight forward line drawings no larger than 8.5x11" in size. They can be freehand or hardline on 8.5x11" archival bond paper. They are generally not to scale, although elements should be drawn in correct proportion to one another. Property name, location, IL HABS/HAER number, north arrow, overall dimensions, name of person preparing the sketch, and the date drawn are required. IHPA recommends the submittal of Computer Assisted Drafting (CAD) floor plans for all submittals.

#### Computer Assisted Drafting (CAD)

The substitution of CAD submittals in place of hand produced Level I or II drawings will be acceptable, provided the IL HABS/HAER Consultant presents examples of CAD quality to be incorporated and gains the approval of the IL HABS/HAER Program Coordinator prior to the initiation of work.

Acceptable CAD IL HABS/HAER Documentation must demonstrate accurate depth and dimension through the implementation of variable line weights. Areas examined for accuracy will include the setback of

elevation features, such as roof lines, cornices, windows, porches, additions, truss systems, and the depth of features within cross-sections. Individual details will also be examined for depth and dimensional accuracy.

CAD drawings for title sheets, site plans and floor plans are acceptable for all levels of IL HABS/HAER Documentation. Lettering for CAD submittals must duplicate or be a close approximation of the plain gothic font.



## PHOTOGRAPHIC SPECIFICATIONS

Photographs that are part of IL HABS/HAER documentation must be produced and presented according to the criteria stipulated in Photographic Specifications for HABS/HAER, available from PSD. Basic requirements are as follows:

1. Equipment -- Large-format view camera capable of producing 4x5" negatives; black and white safety film, no film packs.
2. Views required -- The IL HABS/HAER Program Coordinator will consult with the IL HABS/HAER Consultant to determine the specific views to be photographed. It is often required that photocopies of historical views be submitted as part of the photographic documentation. Persons preparing the written documentation are more likely to locate pertinent historic photographs; when different individuals are producing photographic documentation and written reports, they should coordinate their efforts to procure and reproduce selected historic views.
3. Submission -- One original 4x5" black-and-white negative and one good quality, properly formatted, approximately 1/4" border, 5x7" print shall be submitted of each photograph. All prints must be on polyfiber base paper. Resin-coated papers are not archivally stable and will not be accepted.

IL HABS/HAER acceptable 100% photographic submittals must meet the following guidelines:

### 1. Arranging and Indexing Photographs

All mounted photographs are combined with the written data and 8.5x11" graphic documentation in the Photo-Data set. Photographs should be arranged in a logical and consistent manner. The preferred arrangement is as follows:

- a. Exterior Views/Details
- b. Interior Views/Details
- c. Photocopies

Photographs shall be keyed to a site or building plan.

Each view is assigned a sequential number starting with .1 and continuing until all photographs and photocopies have been numbered. An example of the sixth photo of a Coles County project would be CO-1994-1.6. This number is used in print, negative, mount card, and photo index labeling.

## 2. Photographic Index Sheet and Photographic View Key

An 8.5x11" archival bond photographic identification sheet is required and is labeled "Index to Photographs." The photo index sheet identifies the property recorded, all large-format photographic documentation available, the photographer, and lists captions for the photographs.

Photo angles will be keyed to a site or building plan on 8.5x11" archival bond paper and entitled "Photographic View Key". Individual view decimal numbers will be inserted in a photographic angle symbol indicating the position angle the view was taken from.

## 3. Mounting and Labeling Photographs

One 5x7" print mounted on an 8.5x11" archival photo mount card. Photo mount cards are available through archival materials suppliers. The information shown below is typed or printed in pencil in capital letters in the upper right corner when card holes are on the left margin:

IL HABS or HAER No. (V-1993-7)  
SEE INDEX TO PHOTOGRAPHS FOR CAPTIONS

Each photograph is labeled on the back. Use a No. 1 pencil and write on a hard surface so that the emulsion does not crack. In the upper right-hand corner, list the IL HABS/HAER No. with the sequential caption number.

## 5. Negatives and Negative Storage Sleeves

The IL HABS/HAER number for the property must be labeled on each negative. Use a Rapidograph pen with acetate ink and print the number in the margin on the base (shiny) side of the negative. The negative is submitted in an acid-free paper archival sleeve that is labeled with the appropriate IL HABS/HAER number. Type or print in pencil the number in the upper right corner of the negative sleeve.

## WRITTEN HISTORICAL AND DESCRIPTIVE DATA

The IL HABS/HAER historical and architectural/engineering data is compiled as a research source. It is not a definitive study or formal stylistic analysis of the subject property. The completed report is designed to provide IL HABS/HAER Collection users with basic graphic and contextual property information and to reference other sources for additional information.

The written history/architectural description is just one element of the total documentation. There is no need to include lengthy verbal physical descriptions which are better illustrated in required photographs or drawings. Simply refer the user to the appropriate graphic document. Primary features to include in the written report are property characteristics not apparent in the visual documentation, such as historical information, data on alterations and additional materials of construction, structural and mechanical systems, and a thorough annotated bibliography. It is more important to mention the significance of a feature than to merely describe it, such as decorative wood detailing based on a 19th-century pattern book design.

The IL HABS/HAER Outline Format is the applicable format for all IL HABS/HAER written documentation. This format insures program standardization and that data compiled is readily accessible. IL HABS/HAER Outline Format templates will be used as a checklist to insure that all necessary information is included in the submitted data. IL HABS/HAER Outline Format templates are available from the IL HABS/HAER Program Coordinator.

### Guidelines

#### 1. General

Be consistent within the entire project. Once an editorial decision is made, stick to it.

Indicate sources for all information.

Use A Manual of Style or A Manual for Writers of Term Papers, Theses, and Dissertations, both published by the University of Chicago Press, for general editorial practices.

Referenced sources within the body of IL HABS/HAER Documentation text must be properly footnoted or endnoted. Parenthetical notation is not acceptable. Endnotes for IL HABS/HAER Outline Format Introduction and Parts I/II text will follow Part II.

## 2. Assigning Name of Structure

The primary name shall be the historic name and will be listed in capital letters in the identification information section. Secondary names are also listed parenthetically following the historic name. If the historic name cannot be determined, the address is used as the primary name.

It is required that the name on each piece of documentation; drawings, photos, photo mount cards, and written be identical.

## 3. Location

The exact location of the recorded property must be carefully identified and indicated. For metropolitan buildings and structures, this includes number and street, city or town, county, and state. Although the format is constant, urban and rural location information requirements are somewhat different.

The recorded property is required to be located on a 7.5' USGS topographic map section and submitted on 8.5x11" archival bond, unless represented on an accompanying IL HABS/HAER 24x36" mylar Title Sheet. The appropriate USGS quadrangle map name and Universal Transverse Mercator (UTM) coordinates are to be included in the General Information/Identification section of the written document.

## 4. IL HABS/HAER Outline Format

The required outline format for IL HABS/HAER written documentation is divided into six primary sections:

1. Introduction - General Information/Identification
2. Part I - Historical Information
3. Part II - Architectural/Engineering Information
4. Part III - Sources of Information
5. Part IV - Methodology of Research
6. Part V - Project Information Statement

The format will be as indicated in the IL HABS/HAER Outline Format template available from the IL HABS/HAER Program Coordinator:

Historic Information; Historic Context Section, Part I(B) - IHPA will designate historic contexts to be elaborated on, in addition to the general history of the recorded property. When required, these contexts are included to demonstrate property linkage to a larger complex, specific governmental agency, taxing body, architectural/engineering styles/methods, urban/corporate development, etc.

Part I(B) may be produced in the narrative form, provided individual contexts and sub-contexts are indicated by centered headings.

Methodology of Research Section, Part IV - This section is intended to provide users of the written report background on the preparer's research approach and project staffing.

Project Information Statement Section, Part V - The language for this section will be provided by the IHPA Cultural Resource Manager reviewing the statutory submittal or the IL HABS/HAER Program Coordinator. The Project Information Statement verbiage will be duplicated in the appropriate section of the Title Sheet if any 24x36" IL HABS/HAER mylars are required.

## 7. Supplemental Materials

Often while researching a property for recordation purposes, property-related informational and graphic documents are located. This information will be of interest to the end users of the IL HABS/HAER Collection, and copies should be included for reference purposes. The two types of reproductions acceptable as part of the collection are:

Photographic Print with Negative - Important visual materials such as historic views, architectural drawings, and site plans. These must be submitted according to IL HABS/HAER standards and guidelines for photography. A complete bibliographical citation is required for each photocopy.

Clear Photocopy of Primary and Secondary Source Written Material - Copies of relevant written materials such as deeds, inventories and construction specifications can be submitted. Included items must be photocopied on 8.5x11" archival bond and included as appendices to the written report. Full bibliographic citation is required.

Supplemental Materials must be labeled and accompanied by an index sheet identifying the inclusions.

Supplemental materials may also be included in the field materials submitted for deposit. These submittals do not have to meet archival standards, but full bibliographic citations and source locations must be included.

## 100% SUBMITTALS

IL HABS/HAER 100% Documentation must be formatted and submitted as follows:

1. Level I, II or, as required, Modified Level III IL HABS/HAER 24x36" Archival Mylars

Submitted in a 26" crush-proof mailing/storage tube.

2. Level I, II and III 5x7" Photographic Negatives

Contained in properly labeled, archivally stable, paper sleeves and placed in a labeled, archivally stable 4x5" clamshell box.

3. Level I, II and III 8.5x11" \*Cover Sheet\*, Written Text, Maps, Site Plans, Floor Plans, Drawings, Supplemental Materials and Photographic Elements

\*Cover Sheet\* - use an 8.5x11" archival mount card without slits or 8.5x11" archival card stock.

Label as follows:

In the upper left-hand corner type or print with pencil the name of the building/structure and any secondary names, address (or vicinity), city or town, and county, each on a separate line. For example:

Guy Grand House (Magic Christian Headquarters)  
1269 Abbey Road  
Eddyville  
Pope County

Place the IL HABS/HAER for the building/structure in the upper right-hand corner.

In the center of the cover sheet, type or print with pencil in capital letters the kinds of information that are included in the complete set. This includes photographs and written historical and descriptive data.

Presentation - Format is as follows:

1. Cover Sheet
2. IL HABS/HAER Outline Format Text
3. USGS 7.5' Location Map Section
4. Site Plan
5. Floor Plans

6. Drawings
  - A. Elevations
  - B. Details
  - C. Mechanicals
7. Photographic Identification Sheet
8. Photographic View Key
9. Mounted Photographs
10. Supplemental Materials

Packaging - Submitted in a labeled 9x12" archivally stable clamshell box of sufficient depth.

## ADMINISTRATIVE PROCEDURES AND ASSISTANCE

If IL HABS/HAER recordation is required within a mitigative memorandum of agreement, a section of the recordation stipulation will require the contractor or sub-contractors to consult with the IL HABS/HAER Program Coordinator prior to producing the required documentation. This consultation is required in order to define the specific scope of work for the contracted undertaking. The IL HABS/HAER Program Coordinator will be available throughout the recordation process for clarification of procedures and requirements in order to produce quality 100% documentation.

A 95% draft of drawings, photographs and written documentation will be submitted to the IL HABS/HAER Program Coordinator for approval before they are reproduced to archival materials. All final documentation must meet IL HABS/HAER standards and guidelines for quality, content, materials, and presentation prior to acceptance.

Each IL HABS/HAER project is required to be microfiched upon acceptance by IHPA. The IL HABS/HAER Program Coordinator can assist contractors in fulfilling this requirement by delivering acceptable 100% IL HABS/HAER Documentation to Midwest Microfilm of Springfield for this process. Midwest Microfilm has proven ability in the completion of this process and is competent in the handling of archival materials. Fees of approximately \$25 for this process are billed by Midwest Microfilm directly to the contractor. The IL HABS/HAER Program Coordinator will retrieve the microfiched IL HABS/HAER Documentation and transfer it to the collection repository at the Illinois State Historical Library.

A list of suppliers of IL HABS/HAER archival presentation materials is available from the IL HABS/HAER Program Coordinator upon request.



## SOURCES OF TECHNICAL INFORMATION

Burns, John A. Recording Historic Structures. Washington, D.C.: The AIA Press, 1989.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press, 1987.

A Manual of Style. Chicago: University of Chicago Press, 1980.

HABS Field Instructions for Measured Drawings. Washington, D.C.: HABS/HAER, National Park Service, 1981.

HABS Historical Reports. Washington, D.C.: HABS/HAER, National Park Service, 1995. (Draft)

HABS Historian's Procedures Manual. Washington, D.C.: HABS/HAER, National Park Service, 1983.

HAER Field Instructions. Washington, D.C.: HABS/HAER, National Park Service, 1981.

IL HABS/HAER Standards and Guidelines. Springfield, IL: IL HABS/HAER, Illinois Historic Preservation Agency, 1999.

Manual for Preparing Historic American Buildings Survey/Historic American Engineering Record Documents. Omaha, NE: Great Plains Systems Office, National Park Service, 1996. (Draft)

Photographic Specifications for the Historic American Buildings Survey and the Historic American Engineering Record. Omaha, NE: Great Plains Systems Office, National Park Service, 1996.

Specifications for the Production of Photographs. Washington, D.C.: HABS/HAER, National Park Service, 1984.

Transmitting Documentation to HABS/HAER WASO. Washington, D.C.: HABS/HAER, National Park Service, 1995. (Draft)

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